APPLICATION FOR RECORDS DISPOSITION STANDARD

INSTRUCTIONS: Prepare in duplicate and forward to the Records Management Analyst, Management Systems Division

3. Dept., Division, Subdivision & Administering Office Address	FOR RECORDS MANAGEMENT DIVISION USE

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Dept. of Transit Operations
Rail Maintenance Division/Communications
1015 E. Ponce de Leon
Decatur, GA 30030

FOR RECORDS MANAGEMENT DIVISION USE

Date Received	Application No.	Date Completed
JUN 8 1983	83-845	JUN 15 1983

1. Application	2. Dept. Application No.

4. Person to Contact	5. Working Title	6. Telephone Number
Mr. Larry Robinson	General Foreman	294-3411

7. Action Requested

a. ☒ Establish Retention Schedule; record will continue to accumulate.

b. ☐ Dispose of present accumulation; no further accumulation anticipated.

c. ☐ Amend Application No. _____ Check One: ☐ Change; ☐ Supercede; ☐ Void

8. Dates of Series

Earliest	Latest
1980	Present

9. Records Series Title *(followed by title used in office; if different)*

Central Control Radio Communication Repair Series

10. Division and Office Function   What is the function of the Division and the Office in which this record series is created?

The Division of Rail Maintenance is charged with the responsibility of providing a safe, clean, and mechanically and electrically reliable rail transit system for the purpose of transporting people to and from their destinations in a professional, efficient, and economic manner.

The Central Control function is responsible for the operation and the maintenance of all electronic equipment related to the rail system.

11. Record Series Description   This file contains the following documents *(include form numbers and titles, if any)*:
Attach samples of the file.

Documents relating to:

Repair services for train radios, portable radios, zone center radios, central control radios, and radios located in the Summit Bldg. Also, repairs to the public-address system on the trains and in the MARTA stations.

Included are:

The Service Call Forms (pink copy only) (#65-7344) used to identify the problem and the date of the call; and, the Maintenance Service Call Form (same form) used to indicate the repair work required to correct the problem.

File is arranged:

By calendar year; by month; by different types of radios.

12. Monthly Reference Rate   How often are records referred to which are:

One to six months old _Constantly_; Seven to twelve months old _Constantly_ ; Thirteen to twenty-four months old _20_ ;
twenty-five months and older _150_ ?

13. Annual Rate of Accumulation of Records

Letter-size drawers _2_; Legal-size drawers _____ ; Shelves _____ ; Other *(specify)* _____

YES	NO	14. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series?
		If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

15. Retention Requirements   The following requires the series to be kept:

a. State Law _____ years.
b. Statute of limitation _____ years.
c. Federal law _____ years.

d. Audit period _____ years.
e. Administrative need _____6_____ years.
f. Federal retention instructions _____ years.

Attach copy or excert of laws or regulations. Explain administrative need.

This information is used to document trends in maintenance problems of certain types of units

16. Approved Disposition Instructions   This agency recommends that the file series be cut off at the end of each:

[X] Calendar Year; [ ] Fiscal Year; [ ] Other _____ then,

[X] Hold in the current files area _____ month(s) ____1____ year(s); then
[ ] Transfer to local holding area; hold _____ year(s); then
[X] Transfer to ~~MARTA~~ ~~State~~ Records Center; hold ____3____ year(s); then
[X] Destroy.
[ ] Transfer to State Archives for permanent retention.
[ ] Other (Specify)

These instructions apply to all prior and future accumulations of the series

(Indicate briefly rationale for recommendations above or write additional remarks):

17. APPROVALS

Approved	Department Records Management Officer	Date 5/20/83	Approved	Legal Counsel	Date 5/31/83
Approved	Division Head/Designee	Date 5/16/83	Approved	Division of Audit	Date 4/2/83
Approved	Department Head/Designee	Date 5/20/83	Approved	Department of Archives and History — Edward Weldon	Date 6/14/93
Approved	Records Management Analyst — Regina H. Firllen	Date 5/26/83	Approved	MARTA Management Advisory Committee	Date